

Collection Management Policy

Utah State Library Bookmobile Program

Definition

Bookmobile is a specially designed and equipped mobile library provided by Utah State Library and counties contracting with Utah State Library to provide library service for residents who do not have convenient access to other library facilities. The bookmobile collection is a popular reading collection that provides current, high-interest materials in a variety of formats for all ages including filtered Internet access. This collection may also be available to residents through use of the bookmobile repository.

Audiences Served

Rural residents in the following counties: Box Elder, Cache, Carbon, Duchesne, Uintah, Garfield, Kane, Piute, Iron, Millard, San Juan, Sanpete, Sevier, Juab, Wayne, Tooele, and Utah.

Residents served include primarily:

Children:

- 1) Ages 1 – 5 (board books, picture books, and simple storybooks)
- 2) Grades K - 6 (popular and school assignment-based materials)
- 3) Grades 7 – 12 (popular reading, videos)

Adults: non-fiction, popular reading, videos (both fiction and non-fiction)

Spanish-Speaking (all ages): non-fiction, popular reading and videos

Purpose of the Collection Management Policy

This policy is established by the Utah State Library Board to: 1) guide the bookmobile staff in the management of the collection, 2) ensure quality service to the users of the Bookmobile library, and 3) to inform the public of the principles upon which the library makes decisions regarding the development, maintenance, and use of the collection.

Responsibility for Collection Management

The bookmobile librarian is responsible for selection and management of all materials available for circulation and use by bookmobile library patrons, subject to the Collection Management Policy.

Purpose of the Collection

- 1) Provide materials for children that will encourage love of reading and learning, and supplement the educational activities of local schools.
- 2) Provide materials for all ages that meet the following criteria:
 - a. Popular – meet the needs and interests of the local community
 - b. Diverse - ensure that there is something for everyone
 - c. Quality – provide opportunities to pursue lifelong learning, will express opposing points of view, will keep abreast of new ideas
 - d. Functional – reflect current scholarship and information, offer useful assistance in fixing things, improve skills

Selection Criteria

Materials in the collection are selected in accordance with the following guidelines:

- 1) Popularity – People want to read or view the material based on customer requests or current material circulation reports.
- 2) Quality – It is the best material of its type available, based on reviews in quality publications, reliable word of mouth, patron recommendations, and the expertise of bookmobile staff.
- 3) Appropriateness – Selection conforms to the Purpose of the Collection (above).
- 4) Cost – The material is reasonably priced and circulation of the material is cost-effective.

Selection Aids

The following sources represent some of the aids used for selection of material by Utah bookmobiles: *Booklist*, *Bulletin of the Center for Children's Books*, *CD Digest*, *Horn Book*, *Library Journal*, *New York Times Review of Books*, *Publishers Weekly*, *School Library Journal*, *Video Librarian*, *Voice of Youth Advocates*, *Books in Print*, *Public Library Catalog*, *Trade Journals*, book stores and other authoritative subject bibliographies.

Reconsideration of Materials for Inclusion or Removal

Bookmobile collections contain a wide variety of materials to meet the different needs of diverse populations. The State Library neither approves nor disapproves of views expressed in materials included in bookmobile collections. Anyone who wishes to have materials reconsidered for inclusion or removal from a State Library bookmobile collection shall complete the "Reconsideration of Materials Form" (Appendix A) and send to the bookmobile librarian. The bookmobile librarian will then join a panel of three professional librarians appointed by the manager of Library Resources who will review the challenged material and reconsideration forms. The panel will then submit its recommendations to the Program Manager, who will make the final decision and provide written responses to requests. Further appeals will go to the State Library Board. The Board will form a panel of three, including one professional librarian and two board members, to review the challenged material and the reconsideration forms.

External Electronic Information Resources

Providing connections to global information, services, and networks is not the same as selecting and purchasing material for a library collection. Determining the accuracy or authenticity of electronic information may present special problems. Some information accessed electronically may not meet a library's selection or collection development policy. It is, therefore, left to each customer to determine what information is appropriate to his/ her needs.

Filtering

Internet access provided on Utah bookmobiles and offices are filtered. Each bookmobile has a written filtering policy.

Gifts

Items donated to the bookmobiles must meet the same selection criteria indicated for purchased items. Bookmobiles do not accept donations with conditions attached and reserve the right to dispose of unsuitable materials in accordance with state law. The bookmobile does not appraise the value of gifts.

Interlibrary Loan

Interlibrary Loan (ILL) is not a substitute for collection development, but is meant to expand the range of materials available to library users without needlessly duplicating the resources of other libraries.

- Titles not owned by the bookmobile that a user wants to obtain through Interlibrary Loan are considered for purchase.
- Titles borrowed on Interlibrary Loan will be borrowed only from Utah libraries.

Multiple Copies

While the bookmobile does not have the budgetary resources to buy multiple copies of every title it owns, it does buy multiple copies of titles that have high patron demand.

Discarding and Replacement of Materials

- A. In order to maintain a vital, current collection, which meets the needs of communities served by bookmobiles, examination of materials is an ongoing process. An item is considered for discard when it is:
 - obsolete or outdated
 - worn beyond use
 - damaged
 - no longer circulating
 - one of many copies of a formerly popular title
 - newer editions are available
- B. A work chosen for discard may be replaced with another copy of the same title or another work on the same subject.
- C. Aides used in discarding books are: *The Crew Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Public Libraries* by Joseph P. Segal, *Books in Print*, *Public Library Catalog*, and *Fiction Catalog*.